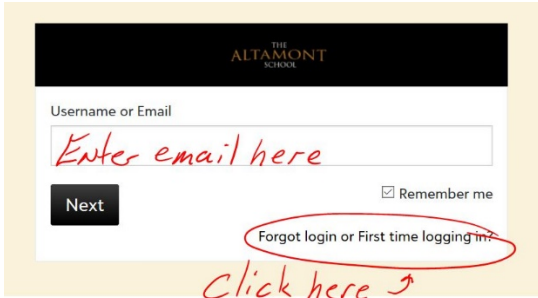


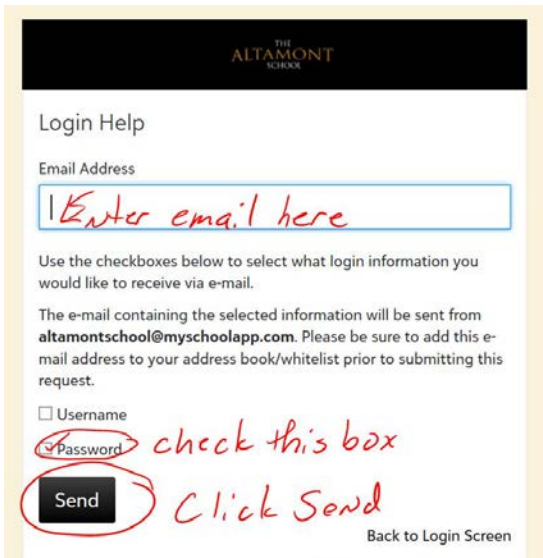
Instructions for Setting Your Blackbaud Login Password

This process applies to parents and students. Parents will use their email address provided to the school as their username. Students will use their school assigned email address as their username.

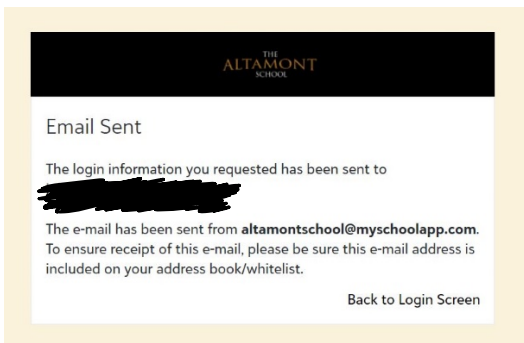
Step 1 – Click on the URL <https://altamontschool.myschoolapp.com/app#login> to see this screen. On this screen you will enter your email and click on “Forgot login or First time logging in?”



Step 2 – On this screen enter your email address, check the Password box, and click on Send.



Step 3 – You will receive this notification of an email being sent. Go to your email and open the message.



Step 4 – You will receive an email like the one below. Click on the link provided in this email to continue.

From: <altamontschool@myschoolapp.com>
Date: July 15, 2020 at 11:36:44 AM CDT
To: "Julie Beckwith" <xxxxxxxxx@xxxx.net>
Subject: Password Request URL

Hello Julie Beckwith,

We received a request for your password to access the The Altamont School website.

Use the URL displayed below to complete the password setting process.

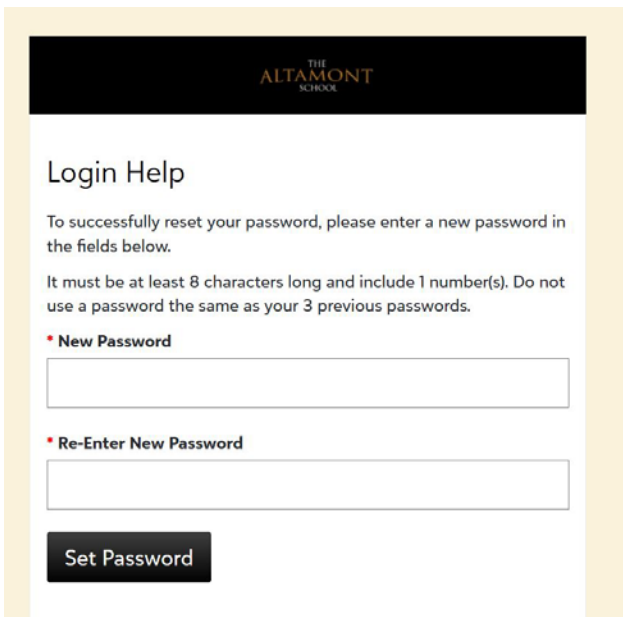
Password Reset URL: <https://altamontschool.myschoolapp.com/app/?pk=B88D8716C24#login/reset>

If you did not request to receive your password, please disregard this e-mail.

Thank You

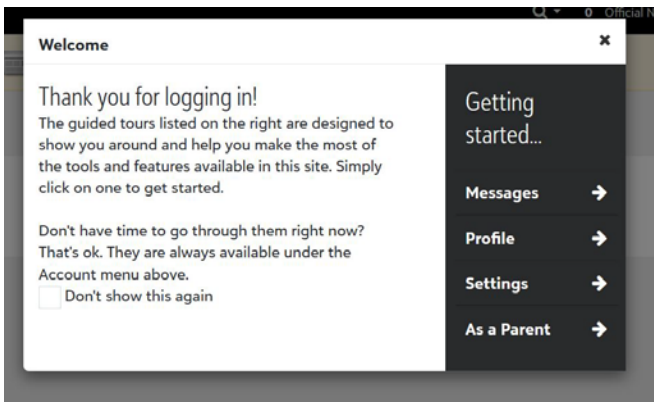
*Do not reply to this e-mail. Any replies to this e-mail address will not be received.

Step 5 – The link will open this window. Here you will enter and confirm what you want your password to be. Click Set Password.



The screenshot shows a web form titled "Login Help" for "THE ALTAMONT SCHOOL". The form instructs the user to enter a new password. It specifies that the password must be at least 8 characters long and include at least one number, and it should not be the same as the last three passwords. There are two input fields: "New Password" and "Re-Enter New Password". A "Set Password" button is located at the bottom of the form.

Step 6 – You will receive this message when you have successfully created your password.



The screenshot shows a "Welcome" dialog box with a close button (X) in the top right corner. The main text says "Thank you for logging in!" and explains that guided tours are available to help the user. It offers a checkbox to "Don't show this again". On the right side, there is a dark sidebar menu with the following items: "Getting started...", "Messages" with a right arrow, "Profile" with a right arrow, "Settings" with a right arrow, and "As a Parent" with a right arrow.